

REPORTS

A variety of reports are available to assist the court with managing their case flow and to meet reporting requirements.

- REP at the hop for Report Menu
- Or go directly to the report by entering the three letter hop code at Next line



Case List **(CSL)**

Case lists are quick reference indexes of all cases or parties within a court. The screen has two report options.

Report Options

File Dates	Cases filed between these dates (optional)
Public List	“Y” will list only public cases, “N” will include non public
Status	Specify case status, or leave blank for all
Case Type Category	Select a specific case type category (PROB) or leave blank for all
Case Type	Select a specific case type or leave blank for all
Jurist	Select a specific Jurist’s P-number or leave blank for all

Select one

Case Numeric List

The Case Numeric List is a quick reference index of all cases. This report is generated from the master case file and is sorted in ascending sequence by case number. The list provides a quick evaluation of the status, as well as general information for each case.

Case Alphabetic List

The Case Alphabetic List is a list of **all** parties involved with court cases. The list is alphabetically sequenced by last name with the party designation, also listed is the case number, case entitlement, filed date and the party’s attorney name.

Probate Closing Worksheet **(PCW)**

This report will contain cases that may be ready for closing.

A case must contain at least one of the following requirements in order to fall on the report:

- All fiduciaries have been discharged 28 days prior to the report date
- Estates = A closing statement (SST, PAC, PCS) has been filed 28 days prior to the report date
- Guardianship, Conservatorship = A final account has been filed 56 days prior to the report date
- Notice of Intent to Close has been entered, 63 days has passed, and a Notice of Continued Administration has not been filed

Printing the report

Reporting Date: Month, date and year from which the report is to be calculated.

Jurist: Specify the Jurist type and P-number or leave blank for all.

Report Information

Report will have levels breaks of: “All Fiduciaries Discharged”, “Closing Statement Filed”, “Final Account Filed” and “Notice of Intent to Close Sent”.

Header: Court information and report selection criteria.

Case Number: Case number and type.

Case Title: Case entitlement, the header party’s name.

Party Action: Last party action and date recorded for the fiduciary.

Court Action: Last court action and date recorded on the case.

Probate Fid Qualification Report **(PFR)**

This report provides a list of all fiduciaries that have qualified seven days prior to the report date

Printing the Report

Reporting Date: Month, date and year from which the seven preceding days will be reported.

Press <Enter>

Report Information

Header	Court information and report selection criteria.
Case Number	Case number and type.
Case Title	Case entitlement, the header party's name.
Qual. Date	Qualification date of the fiduciary.
Date of Death	Date of death for the header party.
Judge	Jurist of record.
Attorney	The attorney representing the fiduciary.

Pre-notes **(PNC)**

A Pre-note notifies a fiduciary that required filings are coming due. It is recommended to run Pre-notes with future run dates, and mail the notes 4 to 6 weeks prior to the required due date. A detailed report will follow the pre-note mailers.

In order to create a Pre-Notice the following criteria must be met:

- Case must have open or adjudicated status
- Case must have an active fiduciary party
- The qualification date or last Account, Verification of Funds, Annual Report or Notice of Continued Administration due date + 365 days falls within the report window.
- Inventory filing or calculation is due (91~DE/DA or 56 days~ CA/CY)

Print options:

- 8 ½ x 11 - Letter form for mailing in window envelopes
- 3 up laser labels

Pre Note/Report selections:

- Enter 1 to select, may select reports individually or simultaneously

Inventory Fee payment Due
Annual Reports
Account, Verification of Funds and Final Accounts Due
Notice of Continued Administration
Inventory Due

Pre Notes will identify:

- Court Name and address
- Case Number
- Party type responsible for filing requirement
- Required filing(s) and due date
- Case entitlement
- Fiduciary's and Fiduciary's Attorney's name and address for mailing

Probate Mailers **(PNM)**

Notice of Deficiency

To create a Notice of Deficiency mailer

- Case must have open or adjudicated status
- Case must have an active fiduciary party
- The filing requirement (# of days from qualification date or last report) have not been satisfied by the report window. Report window will default from current date to 7 days prior if left blank

The mailers/report will exclude fiduciaries with these events, which extend the filing requirement 28 days from the event date

- EXT - Extension
- EX2 - 2nd Extension

The report will identify whether this is the first or second Notice of Deficiency mailer created and should be entered as an event by the court, on the system.

File your Inventory

Case Type	Service Types	Party Category	# of Days	Inventory Codes
DA	B or O		92 days from Qualification of First Fiduciary	INV INVZ
CA, CY	B, O, R		57 days from Qualification of the Fiduciary	INV INVZ
DD, GA, GL, GM, LG,	B or O	Estate	57 days from Qualification of the Fiduciary	INV INVZ

Proof of Restricted Account

Case Type	Service Type	# of Days	Proof of Restricted Acct. Code
CA, CY	R	15 days from qualification date of the fiduciary	PAR

Inventory Value Required

Case Type	Service Types	# of Days	Inventory Codes
DE	B,O,V	92 days from Qualification of First Fiduciary	INV, INV, INVZ

Annual Account Due

Case Type	Service Type	Party Cat.	# of Days	Account Code
DA	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
DE	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
CA, CY	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
DD, GA, GL, GM, LG,	A or B	Estate	422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC

Final Account Due

Case Type	Service Type	# of Days	Account Code
CY	A, B or R	56 days from the Minors 18 th birthday	FAC
CA, CY	A, B or R	56 days from the Header's Date of Death	FAC

Verification of Funds Due

Case Type	Service Type	# of Days	Verification Code
CA, CY	R	422 days from anniversary date of fiduciary or last verification filed	VFD

Annual Report Due

Case Type	Party Cat.	# of Days	Annual Report Codes
DD, GA, GL, GM, LG,	Person	422 days from anniversary date of fiduciary or last annual report filed	AGM, AGW ARPT, RGD

Inventory Fee Payment Due

Case Type	Creates mailer 365 days from Qualification date of First Fiduciary		
DA, DE	1. Inventory Financial Order has balance greater than \$0.00 or 2. No Inventory Financial Order was found		

Notice of Deficiency Form
PC 660

Line from form PC 600	Data is taken from	Looking for
In the matter of:	Edit Name: HDR Party	
TO: Fiduciary Attorney Sureties Court	Edit Party	
It appears from a review of the court files:		
<input type="checkbox"/> You have failed to submit information to adequately determine the inventory fee. It must be filed at once.	Inventory Value - DE	INVF, INVV, INVZ
<input type="checkbox"/> Your “inventory” has not been filed (form PC 577). It must be filed at once.	Inventory Filed - DA, DE, CA, CY, GA, GM	INVF, INVZ
<input type="checkbox"/> You have failed to pay the inventory fee. It must be paid at once.	Inventory Financial Order - DE, DA	Fin Order
<input type="checkbox"/> Your account (form PC 583, or PC 648) is overdue. It must be filed at once.	Fiduciary party date	ACC
<input type="checkbox"/> Your “Annual Report of Guardian on Condition of Minor” (PC 654) has not been filed. It must be filed at once.	Fiduciary party date	AGM
<input type="checkbox"/> Your “Annual Report of Guardian on Condition of Legally Incapacitated Individual” (PC634) has not been filed. It must be filed at once.	Fiduciary party date	AGW

Line from form PC 600	Data is taken from	Looking for
<input type="checkbox"/> Your "Report of Guardian on Condition of Person with Development Disability" (PC663) has not been file	Fiduciary party date	RGD
<input type="checkbox"/> Other: <u>Proof of Restricted Acct. or</u> <u>Verification of Funds Due</u> or This line will always print and may be completed manually by the court.	Fiduciary party date	PAR VFD
As required by court rule issued by the Michigan Supreme Court, YOU ARE NOTIFIED:		
<input type="checkbox"/> to correct the deficiency within 28 days from the date of this notice This box will be checked on all mailers unless a next action for conference is scheduled.		
<input type="checkbox"/> to appear in person before this court on _____ for a conference. This box will be checked when a next action of CTCD "Conference to Correct Deficiency" is scheduled.		
PLEASE DO NOT DISREGARD THIS NOTICE: The above provisions were adopted by the Michigan Supreme Court and are mandatory. If you do not comply with this notice, the court may have to suspend you powers and appoint a special fiduciary in your place.		

Line from form PC 600	Data is taken from	Looking for
DATE OF NOTICE: _____ Deputy Probate register/clerk _____	Mailers run date	
If you require special accommodation to use the court because of disability, or if you require a foreign language interpreter to help you to fully participate in court proceedings please contact the court immediately.		
Do Not write below this line - For court use only Copies mailed to Fiduciary Attorney Sureties Date _____ By _____ Note: To be completed manually by the court.		

Probate Mailers **(PNM)**

OTHER MAILERS

- Case has an Open or Adjudicated status
- Must have an active Fiduciary
- Report window, if left blank, will default to 7 days prior to current date.

Order Suspending Power of Fiduciary

Notifies the fiduciary and interested parties that the fiduciary's powers are suspended.

Case Type	Event 29 days has elapsed from the last event of
CA, CY, DA, DE, DD, GA, GL,GM, LG,	2 nd Notice of Deficiency or Memorandum to Correct Deficiency

Notice of Intent to Close

Notifies the fiduciary and interested parties that the court will close the administration of the estate in 63 days unless a Notice of Continued Administration is filed.

Case Type	Falls within the report window
DA, DE	Qualification date of 1 st Fiduciary + 393 days (1 yr + 28 days) or Last Notice of Continued Administration Due Date + 393 days

Notice of Expiration/Appointment of Guardian

Notifies the partial guardian their appointment will expire in 90 days.

Case Type	Party Category	Falls within the report window
DD	Partial	Qualification date + 4 years, 9 months (1735 days)

Memorandum of Administrative Closing

Notifies the fiduciary and interested parties that the estate has been administratively closed.

Case Type	Falls within the report window
DA, DE DD, GA, GL, GM, LG	63 days from Notice of Intent to Close (NIC Event) or 30 days from Suspension of all fiduciaries (SPO or SUSP Event code)

Order of Discharge

Order of Discharge is generated for each qualified, active guardian party on the case when the header party becomes 18 years old during the report period. A copy of the order is also generated for the court.

Case Type	Falls within the report window
GL, GM	The header party is 18 years old.

Certificate of Completion

Notifies the fiduciary that the estate is complete and has been closed.

Case Type	Event
	28 days has elapsed from the last event of (and no objections filed)
DE	Sworn Statement (SST)

Probate Case Review (PCR)

Case review provides information used to assist staff with the task of ensuring case flow processing that need to be tracked. The report selection may be submitted individually or simultaneously.

General requirements

- Adjudicated or open case status
- Active fiduciary
- The report will take into consideration Extensions and Notice of Deficiency, with cases only falling on the report when the expiration date (28 days from the event) falls within the report window.

Continued Administration

Case Type	Requirement
DA, DE	Fid's qualification date + 365 days falls within the report window or Notice of Continued Administration + 365 days falls within report window

General Review

Case Type	Requirement
All	Any next action that has been set for calendar review, and the review date falls within the report window

90 Days to DDP Open 5 Years

Case Type	Party Category	Requirement
DD	Partial	Guardian's qualification date + 1735 days (4years and 9 months) falls within the report window

Compute Tax

Case Type	Requirements
DA, DE	Final Account has been filed
	Inventory amount is greater than \$599,999.99

Annual Report Due

Case Type	Party Category	Requirement
DD, GA, GM,	Person	Qualification date of + 365 days falls within the report window or Last Annual Report filed + 365 days fall within the report window

Annual Accounting Due

Case Type	Service Type	Party Category	Requirement
DA, DE	B, O, V		Qualification date of + 365 days falls within the report window or Last Annual Report filed + 365 days fall within the report window
CA, CY	B		
DD, GA, GM,	A, B	Estate	

Final Account Due

Case Type	Service Type	# of Days	Account Code
CY	A, B, R	56 days from the Minors 18 th birthday	FAC
CA, CY	A, B, R	56 days from the Header's Date of Death	FAC

Verification of Funds Due

Case Type	Service Type	# of Days	Verification Code
CA, CY	R	Qualification date of + 365 days falls within the report window or Last verification filed + 365 days falls within the report window	VFD

Inventory Fee Payment Due

Case Type	Requirements
DA, DE	The qualification date + 365 days falls within the report window
	No inventory financial order exist
	An inventory financial order exist with a balance greater than \$0.00

Inventory Filed/Value Due

Case Type	Service Type	Party Category	Requirement
CA, CY	B, R		57 days from Qualification date of Conservator
DA, DE	B, O, V		91 days from Qualification date of Personal Rep.
DD, GA, GM	A, B	Estate	57 days from Qualification date of Guardian

Proof of Restricted Account

Case Type	Service Type	# of Days	Proof of Restricted Acct. Code
CA, CY	R	Qualification date of + 14 days falls within the report window	PAR

Delinquent Fiduciary Report (PDF)

In order to fall on report the fiduciary must have:

- Case must have open or adjudicated status
- An active fiduciary party
- The filing requirement (# of days from qualification date or last report) have not been satisfied by the report date

Most reports will exclude fiduciaries with these events types (exception is Case Close). The filing requirement will be extended 28 days from the event date.

- Extension - EXT
- 2nd Extension - EX2
- Notice of Deficiency - NDF
- Notice of Deficiency 2nd - NDBS
- Memorandum to Correct Deficiency - MEM

Proof of Restricted Account

Case Type	Service Type	# of Days	Proof of Restricted Acct. Code
CA, CY	R	15 days from Qualification of Fiduciary	PAR

Inventory

Case Type	Service Types	Party Category	# of Days	Inventory Codes
DA	B or O		92 days from Qualification of First Fiduciary	INVF, INVZ
CA, CY	B, O, R		57 days from Qualification of the Fiduciary	INVF INVZ
DD, GA, GL, GM, LG,	B or O	Estate	57 days from Qualification of the Fiduciary	INVF INVZ

Delinquent Annual Account

Case Type	Service Type	Party Cat.	# of Days	Account Code
DA	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
DE	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
CA, CY	A or B		422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC
DD, GA, GL, GM, LG,	A or B	Estate	422 days from anniversary date of fiduciary or last accounting filed	ACC, FAC

Delinquent Final Account

Case Type	Service Type	Party Cat.	# of Days	Account Code
DD, GA, GL, GM, LG,	A or B	Estate	56 days from the header's date of death	FAC
CA, CY	A, B, or R		56 days from the header's date of death	FAC
CY	A, B, or R		56 days from the Minor's 18 th birthday	FAC

Verification of Funds Due

Case Type	Service Type	# of Days	Verification Code
CA, CY	R	Qualification date of + 365 days falls within the report window or Last verification filed + 365 days falls within the report window	VFD

Annual Report

Case Type	Party Cat.	# of Days	Annual Report Codes
DD, GA, GL, GM, LG,	Person	422 days from anniversary date of fiduciary or last annual report filed	AGM, AGW ARPT, RGD

Case Close

(An Extension or Notice of Deficiency does not apply to Case Close)

Case Type	# of Days	Closing Codes
DA, DE	394 days from anniversary date of first fiduciary or the last Notice of Continued Administration filed.	CIS, NCA, NIC, SST* PAC, PCS

***Note:** If an Objection to Sworn Statement (SST) is filed by any party, the SST is removed from the party date file for the fiduciary.

The fiduciary is required to file another SST or NCA.

Other - Inventory Fee Calculation Due

Case Type	# of Days
DE	91 days from the anniversary date of the first Fiduciary

Other - Inventory Fee Payment Due

Case Type	Falls on report when: (Will recognize Notice of Deficiency, but not extensions)
DA, DE	<ol style="list-style-type: none"> 1. Inventory Financial Order has balance greater than \$0.00 or 2. No Inventory Financial Order was found

Other - 5 year *

Case Type	Party Category	# of Days <i>* Partial guardians should be closed and created as a new guardian party at the end of the 5 year term</i>
DD	Partial	1826 from anniversary date of active "Partial" fiduciary

Probate Guardian Review **(PGR)**

This report lists Guardianship Reviews that are due and past due for minors and/or adults. The first review should be conducted on the first anniversary of the qualification date of the guardian, subsequent reviews will be due annually for a minor six and under, and every three years thereafter for adults. If the case is not reviewed, it will continue to appear as past due until a review event is entered.

Report requirements are:

- Case Types GA, GM, GL, LG
- Open or Adjudicated Status
- Probate type “A” for Adult, “M” for Minor and the Minor’s Date of Birth
- A report on Review of Guardianship has not been filed, possible events - GREV, RRG, RRM. Review event may be associated with any party type. The event must include a Due Date. The Due Date may be based on the Qualification date Month/Day/and year the review is filed, or the event date, depending on the preference of the court.
- If case has been closed and reopened the 1st review will be based on the qualification date of the new guardian.

First Review Adult and Minor

Qualification date of first fiduciary + 1 year falls within the report window

Subsequent Reviews Due

Adult - Last guardianship review due date + 3 years falls within report window

Minor - Last guardianship review due date + 1 year falls within report window

Past Due

1st - Anniversary of the qualification date is less than the report window

Adult - Last review due date + 3 years is less than the report window

Minor - Last review due date + 1 year is less than the report window

Printing the Report

Reporting Date:	Beginning and ending date for the report window.
Jurist:	Jurist type and P-number, or leave blank for all jurist.
Adult or Minor:	A=Adult, M=Minor, or leave blank for both.

Report Information

The first portion of the report will list the guardianships that are due for review during the month as entered in the report window followed by the reviews that are past due.

Minor Review List

Header	Court information and report selection criteria.
Case Number	Case number and type.
Case Title	Case entitlement (the header party's name).
Original Qual. Date	Qualification date of the first guardian.
Last Action/Pty Date	Last action party action.
Court Action	Last court action entered on the case.
Last Review:	Due date as entered for the last review.
Minor DOB	The minor's date of birth.

Guardianship (Adult) Review

Header	Court information and report selection criteria.
Case Number	Case number and type.
Case Title	Case entitlement (header party's name).
Original Qual Date	Qualification date of the first guardian.
Court Action	Last court action entered on the case.
Last Review	Due date as entered for the last review.

Pending Case Report (PND)

The pending case report is a list of all cases that have not been closed.

Field Definitions

Civil/Crim/Juv	Select the type of pending case list.
Jurist	Jurist's P-number or leave blank for all jurist
Filed Dates	The inclusive dates according to file date or leave blank for all pending cases.
Case Type	A specific case type or leave blank for all case types.
Case Type Sub-Cat.	A specific case type sub-category (Juvenile) or leave blank for all.
Print Parties/Charges	When "Y" is entered additional information is provided. On a civil case list, parties will be included, on a criminal or juvenile case list, charges will be included.

Probate Suspended Fiduciary Report **(PSF)**

Report requirements

- Guardianship, conservatorship or estate filing
- Case has open or adjudicated status
- Fiduciary has an event of suspension - SUSP or SPO

Report information

Case Number	The number assigned to the case
Case Title	Case entitlement
Party Type	Suspended party type and number
Fiduciary Name	Name of the suspended fiduciary
Date of Suspension	Suspension event date
Qual Date	Qualification date
Last Inventory	Inventory filed date

Probate Minors of Age Report **(PMA)**

This report list all minors on conservatorship and guardianships who turn the report age during the month and year specified when running the report. The report can be used as a tool to determine when a minor reaches age 14 and should receive notice of hearings or when a minor turns 18.

Report requirements

- Case has open or adjudicated status
- Conservatorship or Guardianship
- Probate type “M” Minor
- Header party’s date of birth

Report screen

- Reporting Date: Enter the report date
(age will be calculated from the month and year)
- Reporting Age: Enter the report age, or leave blank which, will report all minors turning ages 13 and 18
- Jurist: Enter a specific jurist P number or leave blank for all.

Report information

Case Number	Number assigned to the case
Name of Minor	Case entitlement
Date of Birth	Birth date of minor
Party Type	Fiduciary’s party type and party category descriptions
Name of Fiduciary	Active fiduciary’s name

Statement of Matters Undecided SCAO 27 **(SMA)**

- Report submitted to SCAO quarterly by Chief Judge
- Any event with a program/result of “UAD” Under Advisement that is pending more than 56 days old will qualify for the report
- Any event with a program/result of “RAD” terminating an under advisement within the reporting period and the under advisement duration was greater than 56 days old will qualify for the report

Report Screen

- Jurist: Enter a specific jurist P number or leave blank for all
- Reporting Date: Enter quarterly dates
- Chief Judge: Enter Chief Judge’s P# for signature line on report

Report Information

Report will be sorted by jurist with the following information:

Case number	Case number
Title of Case	Case entitlement
Date Matter Submitted	Event date with program/result of UAD
Date Matter Decided	Event date with program/result of RAD
Type of Matter	Event description
Reason for Delay	To be completed by the court manually
No Matters	If a jurist has no matters pending or decided greater than 56 days old the report will state such.

Case Review Report **(REV)**

Case review has a number of options, those most likely utilized by the probate court will be:

Review Requested

- Cases with a event that includes a Next Action of “FRV” File Review scheduled
- Scheduled date falls either 7 days before or 7 days after the report date.
- Report includes comments that are entered in the Next Action comment field when the file review date is scheduled
- Report sorted by jurist, includes case number/title, next action comment and review date

Under Advisement

- Any event with a program/result of “UAD” Under Advisement
- Under advisement flag “U” is displayed on work with cases screen
- Under advisement has not been terminated
(Event entered with program/result of “RAD” Return from Under Advisement)
- Report sorted by jurist, includes case number/title, event comments and event date